

HRIS SCHEDULED AVAILABILITY

December 19, 2011 THRU JANUARY 6, 2012

| DATE | TYPE | DESCRIPTION | SYSTEM ACCESS | JOBS | NOTES: |
|----------------------|-----------------|-------------|--|--|--|
| December 19-23, 2011 | NORMAL SCHEDULE | WEEKDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-6PM 6AM-NOON | Jobs will process Jobs will process |
| December 24, 2011 | NORMAL SCHEDULE | SATURDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY UNTIL 6PM 6AM-6PM 6AM-6PM | Jobs will NOT process Jobs will NOT process |

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|-------------------|--|--------------------------|--|--|--|---|
| December 25, 2011 | NORMAL SCHEDULE | SUNDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 7AM-6PM 7AM-6PM | Jobs will NOT process Jobs will NOT process | |
| December 26, 2011 | NORMAL SCHEDULE | HOLIDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-6PM 6AM-NOON | Jobs will process Jobs will process | |
| December 27, 2011 | NORMAL SCHEDULE | PAYROLL COMPUTE SCHEDULE | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-2PM 6AM-NOON | Jobs will process Jobs will process | |
| December 28, 2011 | NORMAL SCHEDULE | WEEKDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-6PM 6AM-NOON | Jobs will process Jobs will process | |
| December 29, 2011 | NORMAL SCHEDULE | WEEKDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-6PM 6AM-NOON | Jobs will process Jobs will process | LAST DAY FOR 2011 HANDWRITE - MUST BE ENTERED BY NOON DEADLINE |
| December 30, 2011 | SPECIAL SCHEDULE - YEAR END PROCESSING | WEEKDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY NOT AVAILABLE NOT AVAILABLE | Jobs will process Jobs will process | NO HRIS UPDATES NO HANDWRITES |
| December 31, 2011 | SPECIAL SCHEDULE - YEAR END PROCESSING | SATURDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY UNTIL 6PM 6AM-6PM NOT AVAILABLE | Jobs will NOT process Jobs will NOT process | NO HANDWRITES |

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| January 1, 2012 | NORMAL SCHEDULE | SUNDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 7AM-6PM 7AM-6PM | Jobs will NOT process Jobs will NOT process | |
| January 2, 2012 | NORMAL SCHEDULE | HOLIDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-6PM 6AM-NOON | Jobs will process Jobs will process | |
| January 3-6, 2012 | NORMAL SCHEDULE | WEEKDAY | YES – View & Update HRIS - View HRIS - Update HRIS - HANDWRITES | ALL DAY ALL DAY 6AM-6PM 6AM-NOON | Jobs will process Jobs will process | |